

2006 Intelligence Community Centers of Academic Excellence Program Office of the Director of National Intelligence NGA Broad Agency Announcement (BAA) HM1582-06-BAA-0003

OVERVIEW INFORMATION

Federal Agency Name: Department of Defense, National Geospatial-Intelligence Agency (NGA), InnoVision Directorate, Office of Basic and Applied Research

Funding Opportunity Title: 2006 Intelligence Community Centers of Academic Excellence Program

Announcement Type: Initial Announcement

Funding Opportunity Number: NGA BAA Number HM1582-06-BAA-0003

Catalog of Federal Domestic Assistance (CFDA) Number: None

Dates: Proposal Due Date is 7 July 2006

Concise Description: This Broad Agency Announcement by the National Geospatial-Intelligence Agency announces a Fiscal Year 2006 competition for the Office of the Director of National Intelligence (ODNI) Intelligence Community Centers of Academic Excellence (IC CAE) Program. The IC CAE Program in National Security Studies Program is established to assist in meeting the nation's demand for a cadre of intelligence professionals with critical skills to carry out America's national security imperatives over the long-term. Recognizing that accomplishing this goal requires a competitive, knowledgeable and ethnically diverse workforce, the IC CAE Program aims to increase the pool of eligible diverse applicants in core skills areas, specifically targeting women and racial/ethnic minorities with varied cultural backgrounds, regional and geographical expertise, skills, language proficiency, and related competencies. Grants awarded under this competition will provide support, resources and grants to competitively selected universities and colleges to promote the institutionalization of the Intelligence Community Centers of Academic Excellence Program.

Anticipated Amount/Number of Awards: Through this competition, NGA expects to make 3-5 awards establishing IC Centers of Academic Excellence. The maximum level of the grant awards is \$750,000 per year with up to four option years based on the accomplishment of criteria and metrics.

Who is Eligible to Apply: Proposals must be submitted by a U.S. domestic, degree-granting college, university or other institution providing post-secondary school courses of study.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Introduction

This Broad Agency Announcement by the National Geospatial-Intelligence Agency announces a Fiscal Year 2006 competition for the Office of the Director of National Intelligence (ODNI) Intelligence Community Centers of Academic Excellence (IC CAE) Program. The IC CAE in National Security Studies Program is established to assist in meeting the nation's demand for a cadre of intelligence professionals with critical skills to carry out America's national security imperatives over the long-term. Emphasis is on partnerships that build talent and feeder pools aligned with the IC core mission requirements during the 21st Century. Recognizing that accomplishing this goal requires a competitive, knowledgeable and ethnically diverse workforce, the IC CAE Program aims to increase the pool of eligible diverse applicants in core skills areas, specifically targeting women and racial/ethnic minorities with varied cultural backgrounds, regional and geographical expertise, skills, language proficiency, and related competencies. Grants awarded under this competition will provide support, resources and grants to competitively selected universities and colleges to promote the institutionalization of the Intelligence Community Centers of Academic Excellence Program.

Achievement of 21st Century U.S. National Security Imperatives and Intelligence Community mission requirements to: (1) develop IC-wide systemic/integrated approaches that develop eligible talent by establishing long-term academic relationships/partnerships with accredited academic institutions to build curricula in disciplines that align with IC core skills and competencies; (2) institutionalize academic outreach, ensure coherence, joint-ness and continuity across IC agencies and components; (3) develop diverse feeder pools in critical/core functions with emphasis on women and ethnic/racial minorities who possess diverse ethnic and cultural backgrounds, skills, languages' proficiency and related expertise; (4) institutionalize the DNI's focus on people that "builds a workforce prepared for 21st Century challenges."

The Intelligence Community is comprised of executive branch agencies and/or components of the federal government specifically focused on national security issues and policy including homeland security. The Intelligence Community comprises many such organizations including components in the Department of Defense.

The IC CAE Program institutions can develop critical skills and competencies that focus on three up to five of the areas and/or disciplines. Each participating college or university can select from this list and/or negotiate other disciplines to help meet the goals of the IC CAE Program mission. Participating institutions must sponsor pre-collegiate/high school outreach in its geographic locality. The emphasis is to market the IC as an employer of choice, build awareness about IC career choices and promote a positive image of public service. The IC CAE Program is focused on building long-term partnerships with academic institutions during the 21st Century in support of America's National Security Imperatives.

Primary Critical Skill Sets/Competencies

<p><u>Information Technology Specialists</u></p> <ul style="list-style-type: none"> ▪ Project managers ▪ Computer specialists ▪ Systems research ▪ Software applications ▪ Software specialists ▪ Electronic Data Optimization ▪ Cyber Security <p><u>Political/Economic Specialists</u></p> <ul style="list-style-type: none"> ▪ Political ▪ Foreign/Regional Area specialists ▪ Economics ▪ Military specialists ▪ Geospatial specialists ▪ International business/finance/banking 	<p><u>Language Specialists</u></p> <ul style="list-style-type: none"> ▪ Middle Eastern ▪ Far Eastern ▪ World Languages <p><u>Threat Specialists</u></p> <ul style="list-style-type: none"> ▪ Counterterrorism ▪ Counterintelligence ▪ Counter Proliferation ▪ Counter-narcotics ▪ Criminal Justice ▪ Law Enforcement ▪ Homeland Security ▪ Risk Analysis 	<p><u>Scientific/Technical Specialists</u></p> <ul style="list-style-type: none"> ▪ Scientists ▪ Engineers ▪ Nuclear specialists ▪ Nonproliferation ▪ Technical weapons ▪ Geospatial specialists ▪ Imagery specialists ▪ Geodesists ▪ Cartographers ▪ Telecommunications ▪ Information security ▪ Forensics
<p style="text-align: center;">Specific General Competencies for Intelligence Professionals</p>		
<ul style="list-style-type: none"> ▪ Analysis ▪ Analytical Reasoning ▪ Critical Thinking ▪ Communications (oral and written) ▪ Mathematical Reasoning 	<ul style="list-style-type: none"> ▪ Project Management ▪ Knowledge Management ▪ Consequence Management ▪ Time Management ▪ Research, developing rational conclusions and alternative solutions from ambiguity and limited data sets 	<ul style="list-style-type: none"> ▪ Political Strategy ▪ Team Building/Team Work ▪ Futuristic Focus/Strategy ▪ Establishing Priorities ▪ Government(s) Operations ▪ People Skills

B. Goals and Purpose of the ODNI IC CAE Program

The *goals* of the ODNI IC CAE Program are to:

- Develop relationships at universities and colleges with Intelligence Community Centers of Academic Excellence in support of national security imperatives; then institutionalize the IC CAE Program.
- Provide support, resources and grants to competitively selected universities and colleges to promote the institutionalization of the Intelligence Community Centers of Academic Excellence Program.
- Identify, coordinate and provide technical assistance in the design, revision, development and implementation of the IC CAE Program.
- Perform oversight, implement evaluation measures and document results on the efficacy of the IC CAE Program.

The ***purpose*** of the ODNI IC CAE Program is to:

- Achieve 21st Century United States Intelligence National Security Imperatives
- Diversify workforce in core business areas
- Build competitive talent and feeder pools over the long-term to counter trans-national, regional, languages/cultural, technological and global threats to America's interests
- Institutionalize a systematic/integrated approach that promotes access to larger pools of eligible and diverse talent during the 21st Century
- Unify approaches to build joint-ness and reinvigorate Intelligence Community (IC)-wide corporate efforts
- Promote continuity of IC-wide human capital strategy in concert with the President's Strategic Management of Human Capital Agenda

C. Grants Awarded under the ODNI IC CAE Program

The purpose of this grant is to establish IC CAEs through the initiation of new programs and/or the support of existing programs at accredited institutions of higher learning across the United States. Through the grant, a partnership is forged between the ODNI, Intelligence Community, colleges and universities to incorporate curriculum and related initiatives. The primary focus of this effort is to: (1) increase the pipeline of competitive diverse applicants to attract, recruit and hire with an emphasis on women and racial/ethnic populations with critical skills in core mission and leadership areas; (2) support academic institutions in designing, re-tooling and developing disciplines aligned with IC core mission requirements and bring attention to potential research compatible with IC needs; (3) develop competitive talent with emphasis on cultural immersion, area studies and languages' proficiency; (4) develop and implement pre-collegiate high school outreach to broaden awareness about the IC agencies and components, careers and scholarship opportunities.

II. AWARD INFORMATION

Through this competition, ODNI CAE expects to make three to five grant awards on a graduated basis based on the availability of funds. All grant awards will be based on merit competition. Depending on the quantity and quality of proposals received, ODNI CAE may not make any grant awards. If more funds become available, additional grants may be awarded at a later date based on initial evaluation results. Typically each grant award will be:

- For a basic period of one year with four one-year options awarded based on institution(s) accomplishment of program criteria and performance results. It is the Government's desire to assess the program's performance outcomes and results to ensure option years of grant funding are warranted. Grants are funded incrementally. In some cases, funds may be designated specifically for certain areas to the limit of available funds.
- For the amount of \$250,000 up to \$750,000 per year/per grant based on the availability of government funds.

This ODNI IC Centers of Academic Excellence Program competition is specifically for the purpose described in paragraph I. C. Offerors are advised to read this announcement carefully. It explains the program needs and the terms and conditions of this competition.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Proposals must be submitted by a U.S. domestic, degree-granting college, university or other institution providing post-secondary school courses of study. In addition, the offerors must meet the following minimum standards to be qualified for receipt of an award:

- have the management capability and adequate financial and technical resources to execute the program activities,
- have a satisfactory record or provide capability of executing such programs,
- not be identified on the Government-wide "List of Parties Excluded from Federal Procurement and Nonprocurement" as being debarred, suspended or otherwise ineligible, and
- have provided certifications and assurances as required by Federal statute, Executive order, or codified regulation.

Proposals not meeting these eligibility requirements will not be considered. **IC CAE Program grant scholars must be US Citizens.**

B. Cost Sharing or Matching

There is no required cost sharing or matching.

IV. APPLICATION AND SUBMISSION INFORMATION

The Government will evaluate all proposals submitted under the terms and conditions of this BAA. Government-paid consultants or subject matter experts may be involved in the evaluation and selection processes.

A. Address to Request Application Package

This announcement contains all necessary information to apply. No application kit is required.

B. Content and Form of Application Submission

Proposals must be complete and self-contained to qualify for review. Separate attachments, such as institutional brochures or reprints that are not germane to the proposal, are discouraged. The maximum length shall not exceed 15 pages exclusive of budget and attachments. Number each page at the bottom. Proposals shall be prepared single-spaced in 12-point Times New Roman font, with at least one-inch margins on top, bottom and sides, on 8½” by 11” pages. Proposals shall be formatted as one .doc file of a size not to exceed 3 Megabytes. Compressed archive (“zip”) files are not acceptable.

1. Cover Page

The cover page shall be prepared using the form at APPENDIX A (page 16) of this announcement.

2. Proposal

The proposal shall include all of the following items and be organized and numbered using the outline below:

I. Program Description

Describe, in detail, your institution’s proposed Center of Academic Excellence (CAE) Program. Provide an overview of the design and execution strategy. Include specific initiatives for each of the CAE program components. Include a projected timeline for program implementation. This section should specifically address:

- Education component – integrated disciplines, curriculum, courses and/or concentrations linked to IC competencies and skill sets
- Program management – dedicated program manager including faculty involvement across related disciplines
- Scholarships related to cultural immersion, critical language development, regional and area studies, foreign exchange/travel programs for a minimum of ten (10) highly competitive students per academic year (ranging from \$1,000 up to \$5,000 per student annually)
- Diversity of student body in focused discipline area(s) identified in proposal linked to *Public Law 108-177, Section 319*

- Evaluation/assessment and reporting strategies
- Demographic profiles/enrollment of students in the CAE Areas of Focus described in your proposal

II. Internal/External Program Partners (as applicable)

List the institution's internal (i.e., academic departments, programs) and external (i.e., other colleges/universities; research, scientific, or community organizations) partners and their potential roles aligned with your CAE Program. Indicate current programs or initiatives that may be used to execute or complement CAE initiatives or strategies (e.g., current summer program for high school students, faculty involvement in other CAE-related initiatives). This section should specifically address:

- Beneficial Relationships
 - History of involvement with one or more IC agencies / components
 - Other related CAE efforts linked to developing IC-related skills sets and competencies, e.g., research, resource information room, IC co-ops, internships
 - Involvement with other federal agencies and/or scientific laboratories
- Pre-College/High School Outreach
 - A defined plan of action to implement Saturday Institutes and/or Summer Programs for high school students
 - Prior experiences with developing and implementing successful precollegiate and high school programs, locally, regionally and/or nationally
 - Lectures, fieldtrips, IC speakers and outside experts to support high school outreach activities as well as mentoring and coaching in support of students' development
- Optional Language(s) Program Development in Public Schools (in geographic locality)
 - A comprehensive plan of action to execute critical language development program(s) for grades K-16 based on university capabilities and expertise. SAMPLE -- World languages to include: Chinese, Korean, Japanese, Arabic, Urdu, Farsi, etc.
 - Educational and cultural language development outreach programs shall include faculty and students.
 - Evaluation and/or assessment reports shall be submitted twice annually for public schools language(s) development program(s)--the reports shall include: (1) Executive Summary {2-5 pages}, (2) strategy plans per semester & summer program, (3) implementation actions and cost factors, (4) accomplishments, (5) results achieved, (7) measures, metrics, benchmarks, and (7) Next Set of Milestones and Follow-on Actions.

- Regional IC Colloquium with Consortium Institutions
 - A defined plan of action to execute a regional IC Colloquium and/or Seminar in geographic area and including other colleges / universities and high schools
 - Relationships with: other institutions of higher education, including research, scientific/technical partnerships, and/or community outreach

III. CAE Personnel

List your key CAE program personnel and roles. Attach a resume or curriculum vitae for each.

IV. Budget Summary Matrix

Itemize the budget for your CAE program by completing the IC CAE Program Budget/Spend-Plan Summary Matrix (*Attachment C, Appendix A, p. 20*). You can make adjustments to the budget matrix to specifically accommodate your unique requirements.

V. Program Outcomes, Impacts, Results

Describe the expected outcomes, impacts and results of the CAE program on the students, faculty, and the institution.

VI. Evaluation

Explain how your institution will evaluate the effectiveness of its CAE program.

VII. Reporting Requirement(s)

Institutions are required to submit end-of-grading-period (i.e., end-of-quarter or end-of-semester) CAE Program accomplishments, status, metrics, lessons learned and next set of actions/deliverables to be performed based on approved proposal.

ATTACHMENTS:

- Include a one-page sheet identifying attachments.
- Label each attachment clearly.
- Your attachments must include:
 - Annual Plan of Execution for Academic Year/Period [deliverables by quarter or semester and associated costs] (*Attachment A, Appendix A, p. 18*)
 - Completed IC CAE Program Budget/Spend-Plan Summary Matrix (*Attachment C, Appendix A, p. 20*).
 - Brief Resumes or curriculum vitae for key personnel

- Other attachments may include but are not limited to:
 - Letters of Support and/or Letters of Agreement from program partners
 - Tables/charts related to narrative sections
 - Information about internal and external program partners
 - Information on past performance on similar or related programs
 - Completed form/matrix of executable strategies

3. Certifications

By signing and submitting any proposal under this BAA, the offeror is providing the:

- a. Certification at Appendix A to 32 CFR Part 25 regarding debarment, suspension, and other responsibility matters;
- b. Certification at Appendix C to 32 CFR Part 25 regarding drug-free workplace requirements; and
- c. Certification at Appendix A to 32 CFR Part 28 regarding lobbying.

These certifications are located in Parts 25 and 28 of the DoD Grant and Agreement Regulation (DoDGARs), DoD 3210.6-R. This document is available electronically, under the heading “publications,” at the following Internet site:

<http://www.dtic.mil/whs/directives/>.

The Institutions must create their own certification forms in compliance with the above directive.

The person who is authorized to provide these certifications should sign the proposal. Proposals submitted without signatures shall require a separate execution of the certifications. Also, it will be necessary for the President, Vice-President, Chancellor, Vice-Chancellor, or Provost at the University to acknowledge that they are receiving Office of the Director of National Intelligence Funds.

C. Submission Dates and Times

ODNI IC CAE, through NGA as the executive agent, intends to award with FY2006 funding. To be considered and evaluated, the Government must receive the full proposal by **5:00 PM (EST), 7 July 2006**. Submission time will be determined by the date/time stamp of the transmitting email message adjusted to Eastern Standard Time. If a proposal is submitted and/or **received** in an untimely manner (after 5:00 PM, EST on 7 July 2006) the criteria in Federal Acquisition Regulation part 15.208 will be followed. **Offerors are cautioned that it is your responsibility to ensure the correct address is used and that in accordance with the FAR clause – electronic proposals must be “received at the initial point of entry to the Government infrastructure not later than 5:00 pm one working day prior to the date specified for receipt of proposals”.**

NGA will send the offeror an acknowledgment of receipt of the submission, and will

follow-up later with a notification letter announcing whether the proposal is being recommended for an award. Acknowledgment and notification will be sent to the appropriate university administrative office.

D. Funding Restrictions

The proposed annual cost must be no greater than \$750,000 per year. Awards do not allow reimbursement of pre-award costs.

E. Other Submission Requirements

Proposals must be complete and self-contained to qualify for review. Proposals shall be prepared single-spaced in 12-point Times New Roman font, with at least one-inch margins on top, bottom and sides, on 8½" by 11" paper. Proposals **must be MS word files (not Acrobat)**. The Government's mail servers will not accept files of a greater size. The proposal shall reference BAA Number HM1582-06-BAA-0003. Proposals shall be submitted electronically by e-mail to CAE06@westfields.net. In the event of system problems when submitting a proposal, contact one of the Points of Contact listed in paragraph VII. .

V. APPLICATION REVIEW INFORMATION

A. Criteria

Each Proposal will be evaluated under four criteria with sub-categories as described below. Each proposal will be assigned a numeric score with a maximum of 100 points. The maximum points that will be awarded under each criteria are:

1. University/College: Accredited Disciplines/Curriculum Infusion – 35 points total

- a. Education component – integrated curriculum, courses and/or concentrations linked to IC competencies and skill sets (10 points)
- b. Dedicated program manager including faculty involvement across related disciplines (5 points)
- c. Award a minimum of ten (10) Scholarships (ranging from \$1,000 up to \$5,000 annually per student) related to cultural immersion, critical language(s) development, regional and area studies, foreign exchange/travel programs for students (5 points)
- d. Diversity of student body in focused discipline area(s) identified in proposal linked to *Public Law 108-177, Section 319* (10 points)
- e. Evaluation/assessment and reporting strategies (5 points)

2. Beneficial Relationships – 25 points total

- a. History of involvement with one or more IC agencies/components (10 points)
- b. Other related CAE efforts linked to developing IC-related skills sets and

competencies, e.g., research, resource information room, IC co-ops, internships (10 points)

- c. Involvement with other federal agencies and/or scientific laboratories (5 points)

3. Pre-College/High School Outreach – 25 points total

- a. A defined plan of action to implement Saturday Institutes and/or Summer Programs for high school students (10 points)
- b. Prior experiences with developing and implementing successful pre-collegiate, high school and/or K-16 programs, locally, regionally and/or nationally (10 points)
- c. Lectures, fieldtrips, IC speakers and outside experts to support high school outreach activities as well as mentoring and coaching in support of students' development (5 points)

4. Regional IC Colloquium with Consortium Institutions – 15 points

- a. A defined plan of action to execute a regional IC Colloquium and/or Seminar in geographic area and including other colleges/universities and high schools (10 points)
- b. Relationships with: other institutions of higher education, including research, scientific/technical partnerships, and/or community outreach (5 points)

B. Review and Selection Process

Government technical peers, hereafter called Intelligence Community Advisors (ICAs) will evaluate proposals and score them in accordance the criteria listed in paragraph V. A. The Evaluation Panel consisting of the ICAs, the NGA Executive Agent, and the IC CAE Program Manager will prepare the final, prioritized list of selectable proposals that most effectively advances the IC CAE Program.

The list of proposals recommended for award, along with a description and results of the evaluation process will be briefed to the IC CAE Senior Executive Advisory Board. When ratified by the IC CAE Senior Executive Advisory Board, the award list will be forwarded to the Assistant Deputy Director of National Intelligence for Human Capital for approval. Once approved, the award list will be forwarded to the Grant Agreement Officer for award action to include, as necessary, cost analysis and negotiation. Awards will be made upon successful negotiation.

The number of awards made is dependent upon the amount of available funding. If additional funding becomes available from within the community or from other U.S. Government agencies, the IC CAE Program may choose to make additional awards under the terms of this BAA from the remaining selectable proposals. Further, any sponsoring organization will be free to support any selectable proposal(s) that addresses the IC CAE Program criteria and/or interests of that organization.

C. Anticipated Announcement and Award Dates

The following table provides the significant dates referred to in the body of this announcement.

<u>Action</u>	<u>Responsibility</u>	<u>Due Date</u>
Broad Area Announcement	Government	2 June 2006
Proposal due	Principal Investigator	7 July 2006
Acknowledge receipt of proposals	Government	14 July 2006
Letter of intent to recommend for award and declinations	Government	31 Aug 2006
Estimated start date	Principal Investigator	15 Sept 2006
IC CAE Colloquium (required attendance)	Government, Principal Investigator	TBD: March or April 2007

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Notification announcing whether or not the offeror's proposal is being recommended for an award will be e-mailed directly to the grant administration officer. Awards are expected to be in place by the proposed start date or the start date identified in paragraph IV. C. , whichever is later.

B. Administration and National Policy Requirements

Awards will be made for one year with four one-year options awarded based on institution(s) accomplishment of program criteria and performance results. It is the Government's desire to assess the program's performance outcomes and results to ensure option years of grant funding are warranted. Grants are funded incrementally. In some cases, funds may be designated specifically for certain areas to the limit of available funds.

The offeror is required to provide the certifications described in paragraph IV. B. 3. The person who is authorized to provide these certifications should sign the proposal. Proposals submitted without signatures shall require a separate execution of the certifications. **The President, Vice-President, Chancellor, Vice-Chancellor, or Provost at the University must acknowledge that they are receiving ODNI Funds.**

C. Reporting

Institutions are required to submit end-of-grading-period (i.e., end-of-quarter or end-of-semester) reports citing CAE Program accomplishments, status, metrics, lessons learned and next set of actions/deliverables to be performed based on the approved proposal. Copies of the reports and all referenced documents will be submitted in hard- and soft-copy to the Director of the IC Centers for Academic Excellence Program Office. Contact information will be supplied when the grant is awarded. Representatives from all IC Centers of Academic Excellence are required to attend and present at the annual IC Centers of Academic Excellence Symposium.

VII. AGENCY CONTACTS

A. Grants Point of Contact

Ms. Debra L. Flowers at 703-735-3905.

Ms. Gwen Denise Wood at 703-735-3023.

B. Technical Issues Points of Contact

Dr. Lenora Peters-Gant at 703-874-8455/Business Cell 202-641-3835 (Special Assistant-Pauney)

Dr. Beth Driver at 703-735-3062.

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APPENDIX A - ODNI IC Centers of Academic Excellence Application Forms

ODNI IC Centers of Academic Excellence Application Cover Sheet
NGA BAA Number HM1582-06-BAA-0003

I. INSTITUTION INFORMATION

Name: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Website: _____ DUNS Number: _____

Check if applicable:

☐ Historically Black College/University (HBCU)

☐ Hispanic-Serving Institution (HSI)

☐ Tribal College/University (TCU)

☐ Asian American & Pacific Islander-Serving Institution (AAPI-SI)

☐ Majority institution w/ significant minority population in CAE Programs

Name of Institution: _____

II. PROGRAM CONTACT PERSON

☐ Dr. ☐ Prof. ☐ Mr. ☐ Mrs. ☐ Ms.

Name: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

III. GRANT ADMINISTRATOR FOR INSTITUTION

☐ Dr. ☐ Prof. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Same As Above

Name: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

IV. AUTHORIZING OFFICIAL

☐ Dr. ☐ Prof. ☐ Mr. ☐ Mrs. ☐ Ms.

Name: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

V. TITLE OF PROGRAM: _____

VI. CAE AREA OF FOCUS (See **Attachment A** of **IC CAE Guidance and Procedures**):

VII. PROGRAM ABSTRACT (See **attachments**)

- Annual Plan of Execution for Academic Year/Period (Attachment A)
- End-of-Grading-Period Reporting Requirement (Attachment B)

VIII. PROGRAM FUNDING (See **attachments**)

- IC CAE Program Budget/Spend-Plan Summary Matrix (Attachment C)

Total Program Budget: \$ _____

Amount Requested: \$ _____

Period: From _____ To _____

Authorizing Official Signature

Date

Title

Comments, if needed:

Attachment A: IC CAE Annual Plan of Execution for Academic Year/Period

Institution: _____ **Date Submitted:** _____

POC: _____ **Phone:** _____

Department/Office: _____

Strategy/Activities/Projects	Deliverables (Measures, linked to proposal's line item)	Associated Cost(s)
<u>End of 1st Grading Period</u> ¹		
<u>End of 2nd Grading Period</u> ²		
<u>End of 3rd Grading Period</u> ³ (if applicable)		
<u>Spring/Summer Projects or Programs:</u> <ul style="list-style-type: none"> • Study Abroad Scholarship(s) <ul style="list-style-type: none"> – Cultural Immersion & Language Development Programs – Research Initiatives – Other 		
<u>Special Programs, i.e.:</u> <ul style="list-style-type: none"> • Colloquium • Pre-College Programs <ul style="list-style-type: none"> – High School Outreach – Saturday Institutes – Other 		
<u>Related IC CAE Costs:</u> <ul style="list-style-type: none"> • Overhead/Indirect costs • Planning, Research & Development • Equipment • Other 		

¹ Fall Quarter/ Semester

² Winter Quarter/Spring Semester

³ Spring Quarter

Attachment B: IC CAE Annual End-of-Grading-Period Report Requirement
Institution: _____ **Date Submitted:** _____

Academic Term(s) & Dates ⁴: _____ **Inclusive Dates:** _____

POC: _____ **Phone:** _____

PART 1

Strategy/Activity/Program (Linked to CAE Proposal)	Date(s)	Key Metrics	Summary Assessment	Lessons Learned & Constraints/Issues

PART 2
Narrative Assessment: impacts, implications, personnel and/or curriculum support and speakers required from the IC agencies and components.

Submit a 2-4 page narrative assessment of your CAE Program

⁴ For example: 1st Quarter/Semester, 2nd Quarter/Semester, 3rd Quarter, Summer Quarter/Semester, Spring/Summer Project(s), etc.

Attachment C: IC CAE Program Budget/Spend-Plan Summary Matrix

Institution: _____ **POC:** _____

Department: _____ **Phone:** _____

Cumulative Budget Specific Itemized Requirements			Program Descriptions/Categories/ CAE Components					Total Budget
TOTAL Budget								